

Frequently Asked Questions About Performance Evaluations

By Employees:

1. What is the purpose of a self evaluation form?

ANSWER: The self evaluation form is a form used by employees to highlight performance factors, accomplishments and goals that were obtained during the rating period for the raters to consider in preparing the scheduled evaluation.

2. How far in advance should I submit my self evaluation form to my supervisor

ANSWER: Employees should receive the form 30 days prior to his/her evaluation and turn it into his/her supervisor two (2) weeks afterwards.

3. What happens if I do not return the self evaluation form?

ANSWER: Supervisor/rater will remind you that a self evaluation form is required.

4. Will I be penalized if I do not wish to complete a self evaluation form?

ANSWER: If you do not wish to complete a self evaluation form, you should write "not applicable" or "decline to comment" in each factor, sign and turn form into the rater.

5. Is the employee self evaluation form available in Spanish?

ANSWER: No; the form is not available in Spanish.

6. Could I complete the self evaluation form in Spanish?

ANSWER: No; you must complete the self evaluation form in English.

7. Will I be allowed work time to complete the self evaluation form?

ANSWER: You must contact your supervisor/rater to arrange a reasonable amount of time to complete the self evaluation form.

8. Do I need a current performance evaluation to apply for an examination?

ANSWER: Yes, you must have the most current "regularly scheduled" evaluation with a rating of at least "Meets Performance Standards" in order to apply for a promotion or competitive reassignment.

9. What should I do if my supervisor has not given me my performance evaluation and it is over 30 days late?

ANSWER: You should respectfully remind him or her. If he or she fails to respond, inform the Human Resources Department.

10. If I get reclassified, does my reporting period change?

ANSWER: No, because you were already performing the job duties that resulted in the reclassification; the reporting period remains the same.

11. Who completes my PE if I recently transferred to a new department?

ANSWER: The supervisor from the departing section or department should complete an "unscheduled" evaluation for the departing employee. The new supervisor is responsible for the "regularly scheduled" evaluation and may take into consideration the documentation and the PE at the time of the transfer.

12. Who should do my PE if I had more than one supervisor in the same department during the rating period?

ANSWER: The supervisor at the end of the rating period must complete the "regularly scheduled" evaluation. The supervisor completing the PE should confer with any and all supervisors who supervised the employee during the rating period and may take their input into account when completing the evaluation.

13. When should my supervisor complete the PE?

ANSWER: Supervisors should complete "regularly scheduled" evaluations on or about the last day of the rating period. Probationary and Unscheduled evaluations can be completed at anytime. All evaluations must be received by the Human Resources Department within 30 calendar days from the due date.

14. What does "meets performance standards" mean?

ANSWER: "Meets performance standards" rating means performance which is fully acceptable, consistently meets standards and achieves performance objectives as established.

15. What can I do if I'm not satisfied with my rating?

ANSWER: If you are not satisfied with your rating, you have a right to appeal your evaluation by following the steps outlined below.

1. First – within 5 workdays after receiving your evaluation, you must submit a written request to have the PE reviewed by your department head. The department head or his /her designees will meet/discuss the evaluation with you.
2. Second – after you receive a final decision from your department head, you have 20 working days to appeal to the Civil Service Commission.
3. Third – If you wish to appeal the department head's final decision, you should take a copy of your PE to the Human Resources office and fill out a "PE" appeal form by the time frame in #2 above. .

Only "regularly scheduled" evaluations may be appealed. "Probationary" and "Unscheduled" evaluations cannot be appealed to the Civil Service Commission.

16. What will happen with my PE if I am out for an extended period of time due to Workers Compensation or illness?

ANSWER: Evaluations must be completed for all employees. Employees who have worked less than six (6) months will receive an evaluation coded as "9" (Unable to rate). All other employees will receive a regular evaluation.

17. Can I apply for a promotional exam, if I am appealing my evaluation?

ANSWER: Yes, as long as the evaluation rating is at least "meets performance standards."

By Supervisors:

1. What is the purpose of the performance evaluation?

ANSWER: The performance evaluation is used to evaluate the work and behavior of employees including the following:
the relationship of employee performance to work and behavior standards;
to establish goals for the next rating period;
to discover performance problems and their causes; and
to learn the reaction of employees toward the present work stations and plans for improvement.

2. What is a performance evaluation used for?

ANSWER: It provides documentation for promotions, transfers, reassignments, merit and competency increases, separations, reinstatements and similar personnel actions.

3. If I am not going to recommend permanent status for a probationary employee, when should I complete the performance evaluation?

ANSWER: The evaluation should be completed and discussed with the employee as soon as it is determined that permanent status will not be granted. All employees who complete six (6) months of "permanent" service are granted permanent status unless they are issued a PE within the probationary period indicating otherwise and terminated.

4. Who is responsible for completing an employee's performance evaluation?

ANSWER: The immediate/current supervisor must complete the evaluation in a timely manner.

5. Who is the "official rater" of the performance evaluation?

ANSWER: The employee's immediate supervisor is the rater and he or she should personally complete the evaluation.

6. Who is the reviewer of the performance evaluation?

ANSWER: The reviewer is the person who supervises the rater. Generally, the reviewer will be a division head or department director.

7. Can a department head serve as both a rater and reviewer?

ANSWER: Yes, if the department head is the employee's immediate supervisor.

8. What if there is a disagreement between the rater and the reviewer regarding the scores?

ANSWER: The department head must settle the disagreement and his/her decision is final.

9. What should I do if the employee refuses to sign the evaluation?

ANSWER: Explain that signing means only that he/she has seen and received a copy and not that he/she is in agreement with the evaluation. However if the employee is not convinced and continues to refuse to sign the PE, then simply write "Refused to Sign" in the employee signature block and issue a copy of the evaluation to the employee.

10. How is a supervisor supposed to complete a scheduled performance evaluation when he/she only supervised the employee for a month or two and the evaluation is for an entire year?

ANSWER: The supervisor is still responsible for completing the evaluation. In most cases the reviewer will be able to provide some assistance with the rating of the employee. In extreme circumstances where previous documentation is not available, the supervisor should attempt to contact the employee's previous supervisor and ask that an unscheduled evaluation be submitted.

11. What is required when an employee promotes within the department or leaves the department?

ANSWER: The current supervisor should complete an "unscheduled" performance evaluation and issue it to the employee before he or she moves to the new position.

12. Do I have to do the evaluation if the employee has been out on Worker's Compensation?

ANSWER: Evaluations should be completed for all employees at the end of their scheduled rating period. Employees who have worked less than 6 months should receive an evaluation coded as "9" (Unable to rate).

13. Should the overall rating be based on ratings given to some factors, the average of all factors, or the greatest number of marks given?

ANSWER: The overall rating should reflect the employee's overall performance in the position. It does not have to be based on a mathematical average nor the majority of the scores. However, if an employee is given all "3"s then the overall rating cannot logically be less than a "3".

14. **If an employee is promoted and fails to pass the probationary period and is returned to the previous position, what happens to his/her evaluation date?**

ANSWER: The date goes back to the old evaluation date prior to their promotion.

15. **If an employee resigns from City services and subsequently reinstates, does his/her evaluation date changes?**

ANSWER: Yes; the evaluation date is reset to reflect the date the employee returned to employment.

16. **Who completes the PE on an employee who has recently transferred to the department or section?**

ANSWER: The supervisor from the departing section or department should complete an unscheduled evaluation for the departing employee. The new supervisor is responsible for the "regularly scheduled" evaluation and may take into consideration the documentation and the evaluation at the time of the transfer.

17. **What is required when there are multiple supervisors for an employee in the same department during the rating period?**

ANSWER: The supervisor at the end of the rating period must complete the evaluation. The supervisor completing the PE should confer with any and all supervisors who supervised the employee during the rating period and may take their input into account when completing the evaluation.

18. **When should supervisors complete the PE?**

ANSWER: Supervisors should complete "regularly scheduled" evaluations on or about the last day of the rating period. Unscheduled evaluations can be a completed at anytime. Probationary evaluations should be completed at least two (2) weeks before the end of the rating period for all employees not being recommended for permanent status. All evaluations must be received by the Human Resources Department within 30 calendar days of the date they are due.

19. **Can an employee request an unscheduled performance evaluation?**

ANSWER: An employee may request an unscheduled performance evaluation; however, the decision is that of the supervisor/rater.

20. **Are the self evaluation forms going to be attached to the completed performance evaluation forms prior to submitting them to the Human Resources Department?**

ANSWER: Yes; Human Resources requires a completed, signed self evaluation from for each performance evaluation form submitted.

21. **Should an employee give himself/herself “scores” on the self evaluation form?**

ANSWER: An employee should not give himself/herself scores on the self evaluation form; the form should be used to describe the achievement of goals or accomplishments during the rating period.

22. **Can an employee have copies of documentation “reviewed” by his/her rater completing the performance evaluation form?**

ANSWER: Yes; an employee may request copies of documentation reviewed during the performance evaluation.

23. **Where can I find the performance evaluation form?**

ANSWER: Current forms can be obtained through Public on Voyager (S:)/City Forms/Performance Evaluations. Please check for updated forms before completing an evaluation.

24. **How can I get help when completing evaluations?**

ANSWER: The Human Resources Department conducts several training sessions on performance evaluations. You may also contact Organizational Development with any questions you may have.

25. **How can a report on overdue performance evaluation be generated?**

ANSWER: Departments are able to run overdue evaluation reports by using the queries below in the PeopleSoft system.

E1_OVERDUE_PE 2 - Overdue PE's list

You will be required to enter the date you consider the PE as overdue and the Dept #.

The department number should be a 2 digit department number followed by %.

E1_NEXT_EMPLOYEE-PE-DUE - Next PE Due For Employees *****

You will be required to enter the Form Date, the To Date and the Department #. The department number should be a 2 digit department number followed by %.